



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Public Works Operations Superintendent</b>
<b>Class Code Number</b>	<b>5190</b>

### General Statement of Duties

Oversees the daily operations of assigned sections of the Operations Division within the City's Public Works Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the daily operations and activities of assigned sections of the Operations Division within the City's Public Works Department. The work is performed under the supervision and direction of the Deputy Public Works Director, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned supervisory and technical personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

### Examples of Essential Work (Illustrative Only)

- Coordinates the organization, staffing, and operational activities of field sections within the Operations Division;
- Participates in the development and implementation of goals, objectives, policies, and priorities;
- Identifies resource needs, including improving service delivery methods and procedures;
- Recommends, develops, and implements policies and procedures;
- Participates in the development and administration of an assigned budget, including forecasting additional funds needed for staffing, equipment, materials, and supplies in addition to directing the monitoring and expenditure of the budget;

- Develops and implements safety and training programs for the Division, including interpreting laws and developing programs such as Confined Space Entry, Trench Safety, and other OSHA standards;
- Finds sources of necessary training from other agencies, training facilities, and schools, including processing necessary paperwork and making arrangements for personnel to attend;
- Serves as a resource for both City and private engineering firms on Public Works projects as necessary;
- Provides twenty-four hour emergency response services for any type of Public Works emergency;
- Resolves complicated complaints and inquiries from the public, including utilizing developed public relations skills and participating with the City's insurance adjusters to resolve claims;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of State, Federal, and local regulations pertaining to health, safety, and environment;
- Comprehensive knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Comprehensive knowledge of methods and equipment used in water distribution, sewer collection, and street and storm drain systems;
- Comprehensive knowledge of occupational hazards and safety precautions necessary in both underground and above ground projects;
- Comprehensive knowledge of personnel selection, supervision, training, and performance evaluation;
- Comprehensive knowledge of principles and practices of municipal budget preparation and administration;
- Comprehensive knowledge of procedures and practices utilized in the construction, repair, materials, and operation of assigned public works facilities, systems, projects, and functions;
- Thorough knowledge of applicable principles of engineering, construction, and preventative maintenance;
- Substantial knowledge of modern office procedures, methods, and computer equipment;
- Ability to make clear, concise decisions and directions in emergency situations;
- Ability to exercise conflict resolution;
- Ability to analyze complex programs, documents, and financial reports, including making recommendations for options and improvements;
- Ability to manage, direct, and coordinate the work of supervisory, professional, and technical personnel;

- Ability to provide administrative and professional leadership and direction for the Division;
- Ability to prepare and administer large and complex municipal budgets;
- Ability to prepare clear and concise administrative and financial reports;
- Ability to analyze problems and identify alternative solutions;
- Ability to project consequences of proposed actions and implement recommendations in support of goals;
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in a related field; and
- Four to six years experience in the maintenance, repair, and construction of water distribution, sewer collection, and street/storm drain systems, with at least one year of supervisory experience.

### **Required Special Qualifications**

- Valid Class C California State Driver's License.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in both a general office and field environment.